

**ROUTING AND TRANSMITTAL SLIP**

Date

17 FEB 1985

<b>TO:</b> (Name, office symbol, room number, building, Agency/Post)		<b>Initials</b>	<b>Date</b>
1.	EO/DDA	<i>DM</i>	17 Feb
2.	ADDA	<i>[Signature]</i>	7 FEB 1985
3.	DDA	<i>[Signature]</i>	8 FEB 1985
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

*Off Home rec'd my direct*

**DO NOT** use this form as a **RECORD** of approvals, concurrences, disposals, clearances, and similar actions

<b>FROM:</b> (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

**OPTIONAL FORM 41 (Rev. 7-76)**  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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DD/A Registry

85-0476

6 February 1985

DD/A REGISTRY

REF: 45-6

MEMORANDUM FOR: Executive Officer, CPAS

FROM:

  
Chairman, Fine Arts Commission

25X1

SUBJECT: Installation of Vertical Blinds

REFERENCE: Your memo of 24 January 1985, same subject

1. The Fine Arts Commission concurs in the installation of vertical blinds on the south-facing windows of the space occupied by the Operations Center in the 7F corridor of Headquarters building. We have a number of precedents for the use of non-standard equipment in special-purpose space such as this, and can appreciate the need for protection from glare through those south-facing window walls.

2. We do not see the same justification for such equipment in the space on the north side of the building, which we understand will be used for "normal" offices. Many offices elsewhere in the building are using computer terminals, and horizontal blinds are the standard, as you know.

3. Your memo accurately describes your request as "belated". I would not be fulfilling my responsibilities as Chairman of the FAC if I did not register our serious disappointment that so major a renovation would have been undertaken without any reference to the FAC, which is responsible for advising the DDA and the Director of Logistics regarding "proposals that would alter the appearance of Agency premises".

cc: DDA ✓  
OL/HOME

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24 January 1985

MEMORANDUM FOR: Chairperson, Fine Arts Committee  
FROM: Executive Officer, CPAS  
SUBJECT: Installation of Vertical Blinds

1. The purpose of this memorandum is to belatedly request authorization to install vertical blinds in the CPAS space being renovated on the 7F Corridor of Headquarters.

2. The request for the installation of vertical blinds is based upon:

a. The Office of Medical Services' recommendation that blinds of this type would improve light control, thereby greatly enhancing the ergonomics of the many computer systems located within this space.

b. The purchase of the blinds was included in the renovation contract with the Eldrich Corporation, so the Agency, in effect, has already paid for them.

c. The installation of these blinds should improve the environment within the offices by reducing the sterile look.

3. I have deliberately tried to make this request a short one, but I and my staff are ready to provide any additional information or material required. So, should you require further input, please contact me on extension

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